

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE: Rules of Order for Board Meetings**

**POLICY NUMBER: 5070**

**ADOPTED: September 20, 2005**

**AMENDED: 7/9/2015**

**LAST AMENDED: June 8, 2022**

**5070.10 PURPOSE**

The purpose of this policy is to establish rules of order for all District Board meetings. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

**5070.20 RESPONSIBILITY FOR ORDER**

All Board members shall be responsible for knowing these rules of order and ensuring that they are followed during Board meetings.

1. Chairperson Responsibility. The Chairperson shall have primary responsibility for keeping order during Board meetings and shall take whatever actions are necessary and appropriate to preserve order and decorum. The Chairperson shall also be responsible for maintaining overall conduct of the meeting in accordance with District Policy #5030, "Board Meeting Conduct".
2. Responsibility of all Directors. If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the Chairperson. If the ruling of the Chairperson is not satisfactory to the Director, then it may be appealed to the entire Board for a vote. A majority vote of the Board will govern and determine the point of order.

**5070.30 OBTAINING THE FLOOR**

Any Director desiring to speak should address the Chairperson and upon recognition by the chairperson, may address the subject under discussion.

**5070.40 MAKING MOTIONS**

Any Director, including the Chairperson, may make or second a motion. A motion shall be brought and considered as follows:

1. A Director makes a motion.
2. Another Director seconds the motion.
3. The Chairperson restates the motion and opens the motion for discussion and comment.
4. After both the public and Board have had an opportunity to discuss or comment on the motion, the Chairpersons will call for the vote.
5. The Board Secretary will then restate the motion, the name of the Director who made the motion, the name of the Director who seconded the motion, and take a roll call vote by name.
6. The Chairperson will announce whether the motion passes or fails.

### **5070.50 SECONDARY MOTIONS**

Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business items are considered. However, a secondary motion concerning the main motion may be made and considered before voting on the main motion under the following exceptions:

1. Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded the main motion or by a new motion and second.
2. Motion to Table. Any Director may make a motion to indefinitely table a main motion before it is voted on. To become effective, the motion to table must be seconded and approved by a majority vote of the Board.
3. Motion to Postpone. Any Director may make a motion to postpone a main motion to a certain time before it is voted on. To become effective, the motion to postpone must be seconded and approved by a majority vote of the Board.
4. Motion to Refer to Committee. Any Director may make a motion to refer a main motion to a Board Committee for further study and recommendation before it is voted on. To become effective, the motion to refer to committee must be seconded and approved by a majority vote of the Board.
5. Motion to Close Discussion and Vote Immediately. If the public in attendance has had an opportunity to comment on the main motion, any Director may make a motion to close discussion immediately and bring the main motion to a vote. To become effective, the motion to close discussion and vote immediately must be seconded and approved by a majority vote of the Board.
6. Motion to Adjourn. Any director may make a motion to adjourn the meeting at any time, in accordance with Policy #5010, "Board Meetings".

**5070.50 RECESS**

The Chairperson may declare a short recess at any time during a meeting, if he/she believes it is important for the effective continuance of the meeting.

**5070.60 TEMPORARY AMENDMENT OF RULES OF ORDER**

The Board, at its discretion and at any meeting, may: (a) temporarily suspend these rules in whole or in part, (b) amend these rules in whole or in part, or (c) both. Any Director may make a motion to temporarily amend the rules of order. To become effective, the motion must be seconded and approved by a majority vote of the Board. The rules of order in this Policy may only be permanently amended by taking action in accordance with Policy #1010, "Adoption/Amendment of Policies".